

Lewis County Homeland Security Committee (HSC)

Meeting Minutes December 21, 2005

**City of Chehalis Community Services Conference Room
25 SW Circle Ave., Chehalis, WA 98532**

Present: See attachment

Chairman Joanne Schwartz opened the meeting at 1:30 p.m. with introductions of members.

III. Approval of Minutes

The minutes of the November 16, 2005 meeting were approved as presented. Motion made by Chief Deputy Gene Seiber, seconded by John Boren. Motion carried unanimously.

IV. Committee Reports

A. Communications Subcommittee Report

Michael Strozyk and Scott Mattoon gave an update to the communications project. We have received radio equipment that requires installation on the higher elevation sites in the county, but are unable to get to the sites due to snow. Scott is working with a local snowmobile club to see if they will help get the equipment up there sometime in February.

The site work on the Dog Mountain to Crego microwave project is completed, Scott is waiting on the equipment, which is due February 6, 2006. Scott is also waiting on equipment to replace the wire line system between Crego and Toledo. Scott commented in order to get licensed equipment, the vendor needs to complete engineering plans and get certification from the FCC before sending the equipment. Michael also commented that the equipment is being custom built as we order it.

Michael presented the expenditure report on the progress of the FFY04 Homeland Security funds. The prices of some of the equipment had gone down from the time of the original estimate and when it was ordered. We also received discounts from some vendors by paying the bill within 15 days of ordering. By doing this, we saved approximately \$28,000 from the original estimate.

Michael proposed that we start the process of getting approval for additional equipment with the saved funds and asked what we should fund. Chief Seiber stated that the communications subcommittee has been working on the narrowband requirements for county radios. If funds are available, we should fund getting some new radios. Among county response agencies, 273 mobile radios will need to be replaced at a price of \$1,000

to \$3000 each. There are 466 portable radios that will need to be replaced at a cost of \$1,000 each, and 11 base stations that will also need to be replaced.

With a deadline of April 30, 2006 to have all equipment on hand for the FFY04 grant, we will need to start now to have a chance of making the deadline. Some of the radios have already been approved by the state because they are common items, this will speed the process. Once we get the radios, they will be distributed among county response agencies.

Michael Strozyk motioned to use the excess funds from FFY04 grant toward purchasing portable radios. Steve Garrett seconded the motion. Michael added that it will be easier and quicker to get portable radios and we will be able to purchase a higher quantity. He also noted that purchasing alike radios would help standardize equipment, making it easier and cheaper to maintain.

Chairman Schwartz called for a vote to the motion of purchasing portable radios and it passed unanimously.

B. Region 3 Coordinator Report

Steve Walton reported on a number of items from Region 3:

- The MCI equipment order from the FFY 2004 Region set-aside funds should be approved by the state in January. Once approved, the equipment will be ordered.
- The region will assess project proposals for FFY 2005 set-aside funds in January.
- The draft mutual aid agreement is still under review at Thurston County.
- Some news about the FFY06 homeland Security grant. States will get a base amount and the remainder will be allocated based on need and risk. An Enhancement Plan developed at the state level will be distributed soon. Counties will need to develop investment justifications for the grant.
- The Bi-annual Strategic Implementation Report for the FFY 2004 and 2005 grants will be accomplished January 18 for Lewis County.

C. Lewis County Coordinator Report

Tim Brodt briefed the agenda item of discussion and action on initiatives for the FFY06 Homeland Security grant.

Unlike previous years, the FFY06 Homeland Security Grant will be on a competitive basis, meaning we must submit initiatives and investment justifications before any funds are allocated.

Lewis County received a short notice tasking to develop the initiatives and investment justifications for the FFY06 grant. The tasking is due to Region 3 by January 5, 2006, where they will be consolidated into Region initiatives and forwarded to the state.

The Lewis County Homeland Security Communications Subcommittee met December 15 to develop an initiative for the interoperable communications project. Tim developed an initiative for the Homeland Security Coordinator position. Both initiatives were presented to the Committee asking that the Committee vote to approve or disapprove them and then prioritize them if both approved.

Michael Strozyk proposed that it should be in the Committee's best interest to continue both initiatives.

Chairman Schwartz asked for a motion to approve both recommendations. Chief Seiber motioned to approve both recommendations and was seconded by Michael Strozyk. The motion carried unanimously.

Chief Seiber motioned to make the interoperable communications initiative the first priority and the Homeland Security Coordinator position as the second priority. Michaelle Fries seconded the motion. The motion carried unanimously.

Chief Seiber commented that the county should look at permanently funding the Homeland Security Coordinator position to continue the progress that the county has made. We cannot depend on the availability of future Homeland Security grants to fund the position. Michael Strozyk agreed that funding would need to be found to keep the programs going.

V. Old Business:

A. Governmental Administration alternate vacancy.

Chairman Schwartz reported that an alternate has still not been identified but the search for a viable representative will continue.

B. Discussion of a new chairman for the Committee

Chairman Schwartz asked for discussion on electing a new chairman for the Committee and asked for any volunteers. Michaelle Fries stated she would volunteer for the position if she were approved to continue with the American Red Cross.

Voting for the position will take place in January.

C. Other Old Business. No other old business.

VI. New Business

A. Homeland Security Grant expenditures budget report.

Michael Strozyk covered this item during the Communications Subcommittee report.

B. Discussion and action on initiatives for FFY06 and future Homeland Security grants.

Tim Brodt covered this item during the Lewis County Homeland Security Coordinator report.

C. Discussion and action on proposals for items to be funded with FFY05 Region 3 set-aside funds.

Tim Brodt presented four Lewis County proposals submitted for Region 3 set-aside funds. The proposals were for traffic control equipment, self-contained message boards, an incident response vehicle, and an MCI equipped trailer. Tim asked that the Committee vote to approve or disapprove the proposals and prioritize the approved proposals.

Chief Seiber motioned to approve all four of the proposals. Michael Strozyk seconded the motion and it carried unanimously.

Roger Schang reported that of the three Public Works proposals, the message boards were the highest priority, followed by the traffic control equipment, then the incident response vehicle.

After discussion on the priority of the proposals, Chief Seiber motioned that the Committee submit both the message boards and MCI trailer as the first priority, followed by the traffic control equipment and the incident response vehicle. Steve Garrett seconded the motion and it carried unanimously.

D. Other New Business

There was no new business.

E. Next Meeting:

The next Lewis County Homeland Security Committee meeting is scheduled for January 18, 2006.

VII. For The Good of the Order

Ross McDowell commented that Emergency Management is working with the hospital on providing them with the Governmental Emergency Telecommunications System (GETS) to be able to contact them when phone lines are congested.

Adjournment

The meeting adjourned at 3:05 p.m.

Action Items/Assignments:

<u>LCHSC</u> Item/Action	Responsible Staff
<i>Approved using excess FFY04 funds toward purchasing portable radios</i>	<i>Committee</i>
<i>Approved FFY06 initiatives for Interoperable Communications and Homeland Security Coordinator, placing the communications as first priority</i>	<i>Committee</i>
<i>Approved submitting all four proposals to the region for use of the FFY05 Region 3 set-aside funds, placing the message boards and MCI trailer as first priority</i>	<i>Committee</i>
Select a new Governmental Administration Alternate	Committee
Select a new chairman for the Committee	Committee

Lewis County Homeland Security (HSC) Committee

Attendance Record

For: Meeting – December 21, 2005

Committee Members:

Y/N	Name	Discipline Represented
X	Ross McDowell	Emergency Management – P
X	Tim Brodt	Emergency Management – A
	Dr. Patrick O’Neill	Emergency Medical Services - P
	Chief Mike Kytta	Emergency Medical Services - A
X	Chief Jerry Boes	Fire Services – P
X	Chief Jeff Jaques	Fire Services – A
X	Joanne Schwartz	Governmental Administration - P
		Governmental Administration - A
	Audrey Hensiek	Health Care – P
	Sheila Wright	Health Care – A
X	Chief Civil Deputy Gene Seiber	Law Enforcement - P
X	Chief John Boren	Law Enforcement - A
X	Michaelle Fries	Private/Non-Profit Organizations - P
X	Dale McDaniel	Private/Non-Profit Organizations - A
X	Steve Garrett	Public Health – P
	Tony Barrett	Public Health – A
X	John Wickert	Public Safety Communications - P
X	Michael Strozyk	Public Safety Communications - A
X	Roger Schang	Public Works – P
X	Gary Hurley	Public Works – A

Others In Attendance:

Name	Agency/Position
Steve Walton	Region 3